



# APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Administrative Services Publications Unit 103 State Office Building Atlanta, Georgia 30334	Application Number <b>76-316</b>	
Application Number		Date Received OCT 18 1976	Date Completed OCT 28 1976
2. Person to Contact Anne Raymond		Working Title Supervisor	Telephone Number 656-2476
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest      Latest 1965      to date		5. Records Series Title (followed by title used in office, if different) Publications and Information General Subject Files	
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created?  The Publications Unit has the responsibilities of keeping the general public and Department personnel currently informed about all departmental programs affecting education.  It does so by (1) preparing news releases, (2) producing publications, curriculum guides and instructional materials, (3) preparation of public service presentations for radio and television, and (4) critique the evaluations completed by the public and Department personnel of publications, curriculum guides, and instructional materials.			
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: All areas of interest of the Publications and Information Unit.  Included are: 1. General correspondence 2. Intra-Departmental correspondence 3. Research Information pertaining to Educational Programs and general information of Georgia.  File is arranged: Alphabetically by Subject.			
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>20</u> ; Seven to twelve months old <u>15</u> ; Thirteen to twenty-four months old <u>10</u> ; twenty-five months and older <u>3</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>2</u> ; Legal-size drawers <u>--</u> ; Shelves <u>--</u> ; Other (specify) <u>--</u>			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy. News Releases, etc.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. Speeches, News Releases, etc.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	0	years.	d. Audit period	0	years.
b. Statute of limitation	0	years.	e. Administrative need	4	years.
c. Federal law	0	years.	f. Federal retention instructions	0	years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	10/14/76	<i>[Signature]</i> WB	10/8/76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	10-27-76
		Secretary of State/Designee	10-26-76
		Attorney General/Designee	10-28-76